



## DEPARTMENT OF FORESTRY AND FIRE PROTECTION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF FORESTRY AND FIRE PROTECTION	<b>RELEASE DATE:</b>	Wednesday, October 1, 2008
<b>POSITION TITLE:</b>	Chief of Program Accountability	<b>FINAL FILING DATE:</b>	Wednesday, October 15, 2008
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 7,838.00 / Month	<b>BULLETIN ID:</b>	09292008_3

### POSITION DESCRIPTION

Under the general direction of the Director, the Chief of Program Accountability is responsible for the planning, management, administration, and policy development for the Department of Forestry and Fire Protection's (CAL FIRE's) Program Accountability Section, which performs a variety of sensitive complaint investigations, special program reviews, complex management audits, including review of operational performance on major emergency incidents to insure compliance with state and departmental policies, rules, and regulations.

This position also functions as the CAL FIRE Information Security Officer and Privacy Officer, acting as the liaison between the department and the State Office of Information Security and Privacy Protection.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status.

#### Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code

Section 18992.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## **DESIRABLE QUALIFICATION(S)**

Demonstrated knowledge of CAL FIRE's Fire Protection, Resource Management, Office of the State Fire Marshal, and Management Services Programs.

Knowledge of the functions, organization, and practices of California government including the Resources Agency, Department of Finance, Bureau of State Audits, Department of General Services, and Office of the Inspector General.

Demonstrated ability to manage the review and investigation of highly sensitive programmatic and administrative issues. This includes the ability to formulate policy and procedural recommendations and the ability to garner organizational support for audit and review recommendations.

Ability to manage sensitive audits and program reviews of major emergency incidents that include charges by contractors providing incident support and audit of emergency fund expenditures.

Knowledge of principles and practices of organizational management including planning, organizing, accounting, auditing, and quantitative analysis methods.

Experience in a managerial capacity with exercising responsibility for policy development, program administration, and knowledge of the privacy and security industry.

Ability to oversee research and information-gathering activities involving the basic principles and practices of descriptive and inferential statistics.

Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of the executive staff as evidenced in effectively resolving organizational policy issues or problems.

Demonstrated management skills necessary to lead, motivate, and develop staff.

Demonstrated ability to advise, consult, and work cooperatively with departmental staff, as well as legislators, federal, state, and local government, and other public and private agencies.

Demonstrated ability to communicate effectively; build consensus and to value differing opinions, viewpoints, perspectives, needs, and interests.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief of Program Accountability**, with the **DEPARTMENT OF FORESTRY AND FIRE PROTECTION**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

## **FILING INSTRUCTIONS**

ALL APPLICATION MATERIALS MUST BE RECEIVED NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE OF OCTOBER 15, 2008 TO BE CONSIDERED.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and

qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length and the font should not be smaller than 10 pitches.

- Resumes do not take the place of the Statement of Qualifications.
- A resume.

**Applications must be submitted by the final filing date to:**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION, Human Resources - Exam Unit  
P.O. Box 944246, Sacramento, CA 94244-2460  
Trisha Addison | (916) 445-7890 | [trisha.addison@fire.ca.gov](mailto:trisha.addison@fire.ca.gov)

**ADDITIONAL INFORMATION**

Applicants must file their application, resume, and Statement of Qualifications with the California Department of Forestry and Fire Protection (CAL FIRE) either in person at 1300 U Street, Sacramento, California or mail to P.O. Box 944246, Sacramento, California 94244-2460, attention: Trisha Addison, Examination Unit.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF FORESTRY AND FIRE PROTECTION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>